

**Position Title:** Chief, Operations Support

**Department:** CORRECTIONS AND REHABILITATION, DEPARTMENT OF

**Final Filing Date:** Monday, November 22, 2010

**Bulletin ID:** 11022010\_5

The Above-Named Examination Bulletin is Amended as Follows:

The Chief, Operations Support, CEA 3 is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.

**PEACE OFFICER REQUIREMENTS:**

**Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

**Age Limitation – minimum age for appointment:** 21 years (Applicants must state birth date on application).

**Background Investigation:** Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

**Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**Training Requirements:** Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Monday, November 8, 2010
<b>POSITION TITLE:</b>	Chief, Operations Support	<b>FINAL FILING DATE:</b>	Monday, November 22, 2010
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$10,756.00 / Month	<b>BULLETIN ID:</b>	11022010_5

### POSITION DESCRIPTION

Note: The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

Under the administrative direction of the Director, Division of Adult Institutions, the Chief, Operations Support, CEA Level 3 is responsible for administering the ongoing operations of the statewide programs assigned to the Section consistent with the Department's Strategic Plan. The Chief plans, organizes, directs, and coordinates all program activities through subordinate managers; has extensive involvement in program and policy formulation, implementation, and management; coordinates Section activities with other departmental and institutional programs to ensure operational effectiveness, and resolves operational problems. The Chief formulates and provides interpretation of operational policy and procedures, and ensures that those policies and procedures are being followed by both headquarters and field programs for which the position has oversight responsibility.

The incumbent has responsibility for the administration of the following program areas:

**Classification Services Unit** - The Classification Services Unit (CSU) provides administrative oversight for the Department's classification system and is responsible for the management of the statewide inmate population. CSU assists in the development of policies and procedures relative to issues impacting inmate classification, housing, and program participation; audits for compliance with those procedures; and serves as the subject matter experts on classification for the field and directorate. The CSU field staff (Classification Staff Representatives) review and approve classification decisions and actions in the 33 institutions, endorse inmate transfers and audit application of departmental policy by classification committees.

**Correctional Case Records Unit** - The Correctional Case Records Unit (CCRU) is responsible for the overall administration of the statewide Correctional Case Records Services Units, which have responsibility for statewide administration and management of the Correctional Case Records Program. CCRU acts as the administrative advisor to the Department on matters related to the statewide records system, interprets and resolves problems inherent to the complexity of the Case Records' system, and provides guidance and support for the Case Records Training Team and the Identification/Warrants, Legal Processing, and Departmental Archives Units.

**Transportation Unit** - The Transportation Unit (TU) is responsible for the overall administration of the statewide transportation operations, development of the Department's inmate transportation policies and procedures, and the administration of the TU's multimillion dollar annual budget. The major function of the TU is the statewide transfer of inmates throughout the State and the return of inmates from out-of-state to the Department.

**Population Management Unit** - The Population Management Unit (PMU) is responsible for approval and management of the statewide inmate movement from the county jails and throughout the various institutions. Also, PMU ensures the accurate identification and planning of capacity needs for each institution/facility and liaisons with the Regulation and Policy Management Branch. The Standardized Procedures Unit, Inmate Access to Religious Practices, Inmate Property, the Vendor Package Program, and the Recycle and Salvage Program all fall under the purview of PMU.

**Program Support Unit** - The Program Support Unit (PSU) serves as the primary analysis and resource section for the Division of Adult Institutions. PSU assists management with the analysis and guidance in regard to fiscal, budgetary, personnel, contracts/procurement, institutional operations and programs, and the Food Services Program.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing

functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## **DESIRABLE QUALIFICATION(S)**

1. Management experience in a large correctional setting at a level equivalent to a Correctional Administrator, Chief Deputy Administrator, Warden, including knowledge and principles of custody, security, inmate classification, inmate transportation, and inmate case records.
2. Ability to analyze complex problems; prescribe and initiate effective courses of action; formulate

and implement policies, procedures, and programs related to correctional institution operations.

3. Experience in the ability to plan, organize, and direct professional and multidisciplinary staff and the ability to establish collaborative partnerships and enhanced customer service.

4. Experience as a manager in motivating staff and achieving an equal employment opportunity workplace; ability to make sound, ethical decisions regarding highly sensitive personnel matters.

5. Demonstrated abilities in communicating effectively, both orally and in writing and in representing the Department with legislators, local government jurisdictions, law enforcement agencies, state and federal agencies, community leaders, bargaining units, and the public.

6. Experience in fiscal planning and development and budget management including the principles, practices, and methods of fiscal accountability, (e.g., capital outlay, procurement, special projects, position allocation and reconciliation.)

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Regional Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Operations Support**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

Interested applicants who meet the minimum qualifications must submit:

A Standard State Application (Form 678) and resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.

A Statement of Qualifications that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. In the Statement of Qualifications, the desirable qualifications **MUST** be addressed and numbered in the same order as is listed. It must not exceed four pages in length or be less than size 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:

[www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Executive/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html)



## **FILING INSTRUCTIONS**

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and no less than 12 font.
- Resumes do not take the place of the Statement of Qualifications.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**
- In the Statement of Qualifications, the desirable qualifications **MUST** be addressed and numbered in the same order as is listed.

### **Applications must be submitted by the final filing date to:**

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive  
Appointments  
PO Box 942883, Sacramento, CA 94283-0001  
Doug Ashmore | 916-324-3289 | Douglas.Ashmore@cdcr.ca.gov

## **ADDITIONAL INFORMATION**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to 1515 S Street, Rm 101-N, Sacramento, CA 95811.

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and

rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>